



## User Manual

**SAMPLE MASTER® | RESULT POINT**

**V2.4**

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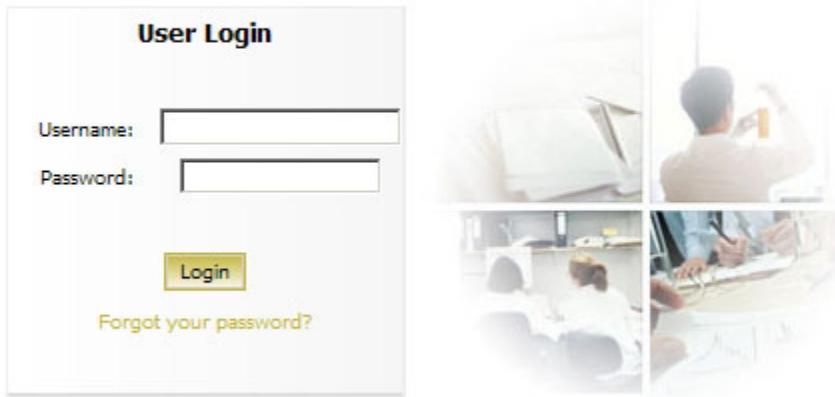
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## Logging In

To login to Result Point, enter your username and password supplied by your laboratory in the appropriate fields on either the Home Page or the Login Page and click the “Login” button. Please note that the password is case sensitive.

Please Login with your **Sample Master® Result Point** Username and Password



**Figure 1 - User Login**

## Retrieving your Password

If you have lost or forgotten your Result Point password and the “Forgot your Password?” link is shown below the login button, see **Figure 1**. When you click this link you will be directed to a page requiring you to enter the email address associated with your account. After submitting your email address your account information will be emailed to that address.

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## Reviewing your Orders in the System

Upon logging into Result Point you will be directed to a list of available Orders (**Figure 2**) grouped by date in descending order with their respective site name(s) and the order date. To view the details of an order click the "Order ID Number" and you will be redirected to the Order Preview Page for that order.

A notification message may be displayed below the date range selection pull-down box indicating that the user account currently logged in, is restricted by a specific Project ID and/or Site. In this case you will only see the Orders associated with that Project and/or Site.

Orders Index		
<b>OrderID</b> Lookup		Displaying All Available OrderIDs from August 2003 thru September 2004 For <b>ABC Laboratories</b>
<input type="button" value="Select a(n) OrderID"/>		
Enter a(n) <b>OrderID</b> :		
<input type="text"/>	<input type="button" value="Jump"/>	
Show all OrderIDs within the last:	<input type="button" value="1 year"/>	
	<input type="button" value="Refresh"/>	
The current set of OrderIDs is restricted by a(n) particular <b>Project ID</b> and/or <b>Site</b> . All OrderIDs may not be displayed. To view all OrderIDs available with the current account <a href="#">Click Here</a>		
<b>May 2004</b>		
<b>OrderID</b>	<b>Site</b>	<b>Order Date</b>
<b>12346</b>	Site 12A	May 27, 2004
<b>04030102</b>	OR-12	May 27, 2004
<b>03092902</b>	Site 11A, Site 12A	May 27, 2004
<b>03100601</b>		May 27, 2004
<b>03111301</b>	New, Site 11ASite 112	May 27, 2004
<b>03121501</b>	Site 112, Site 11B, Site 12A	May 27, 2004
<b>01120402</b>	Site 112	May 27, 2004
<b>03081902</b>	Site 112, Site 11A, Site 11B, Site 12A	May 27, 2004
<b>03082501</b>	Site 11A	May 27, 2004
<b>March 2004</b>		
<b>February 2004</b>		
<b>OrderID</b>	<b>Site</b>	<b>Order Date</b>
<b>03111801</b>	Site 11A, Site 11B, Site 12A	February 27, 2004
<b>January 2004</b>		
<b>December 2003</b>		

Figure 2 - Available Orders

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### **Specifying the Order List Date Range**

By default, when viewing the Order List you will be presented with either the orders for the current month or the last month containing orders for the specified customer/account. To view orders occurring prior to the displayed range use the pull down box under the title: "Show all orders within the last": and click "Refresh".

**NOTE:** Result Point will automatically search for the latest month containing available orders, if the system fails to find any within the maximum range a notification will be displayed.

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## Using Shortcuts to Find an Order Quickly

When viewing the Order List or while visiting the home page after login you will see an "Order Lookup" entry box. Enter a known Order ID click the "Jump" button and you will be directed to the order preview page for that order. A non-existent or inaccessible order will cause a redirection to the Order List with the appropriate message specifying the problem with that order.

## Using the Order Explorer to locate an order

The Order Explorer organizes all available orders in an easy to manage tree-view listing. The Order Explorer allows for two tree listing arrangements for Orders: Show by Order Date, and Show by Project ID/Site. When viewing Orders by date they will be arranged as follows: Customer Name then Order Year then Order Month. When viewing Orders by Project ID/Site they will be arranged as follows: Customer Name then Project ID then Site. To preview an Order in the Order Explorer simply click on the Order link on the desired branch.

To show and hide the Order Explorer to make more room available to view data click the arrow button on the divider bar. To resize the width of the Order Explorer click in the background of the tree-view and drag left or right to make the width larger or smaller.

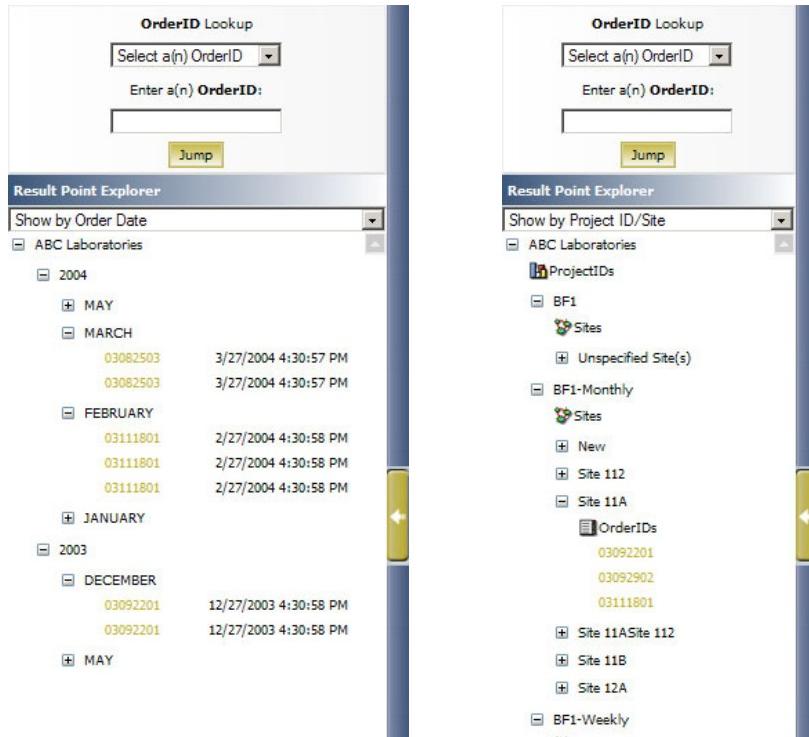


Figure 3 - Order Explorer Showing Orders in two different views

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## Previewing an Order

The Details of an order such as the Laboratory Order ID, Site Name(s), Date to Lab, and a Sample List consisting of the Laboratory Sample ID(s), Customer Sample ID(s), Matrices, Collection Date/Time as well as the Analysis Requested for each sample can be viewed on the Order Preview Page without having to load the actual result information.

**OrderID Preview**

**OrderID :0108020**

**A & B Laboratories, Inc.**

**Project ID:** Black Fishes

**Site Name(s) :** Lake City Waste

**Date/Time Rec'd :** 8/6/2003 12:22:37 AM

Sample ID List				
OrderID	Cust. Samp ID	Date Collected	Matrix	Analysis Requested
0108020	LCW-A	8/6/2003	Solid	Anions, BTEX by 8260
001	LCW-B	8/6/2003	Solid	Anions
002	LCW-C	8/6/2003	Solid	Anions

**Select a live on-screen web report...**

**Complete Analytical Report**  
A complete listing of all samples in the specified order along with result information for all requested analyses. Results are compared against applicable customer permit information if available.

**Parameters Pending Entry Report**  
A complete listing of all samples contained in the specified order where the results status is "Pending Entry".

**Sample Information Report**  
A complete listing of all samples contained in the specified order. This report does not display any information concerning requested analyses.

**Detection Report**  
A complete listing of all samples in the specified order along with result information for all requested analyses that have detected concentration and was approved by the laboratory. This report also displays parameters with an entered results that have not yet been approved regardless of the result value. Results are compared against applicable customer permit information if available.

Figure 4 - Order Preview Page

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## Choosing a Report Type

While previewing the details of an order you have the option to view multiple types of reports. The reports that your laboratory has made available to you may vary from lab to lab. Report selection is made in the "Select a live on-screen web report..." section of the Order Preview page. Here you will find a list of report types with explanations of what exactly the report consists of, along with a hyperlink that allows you to open the report.

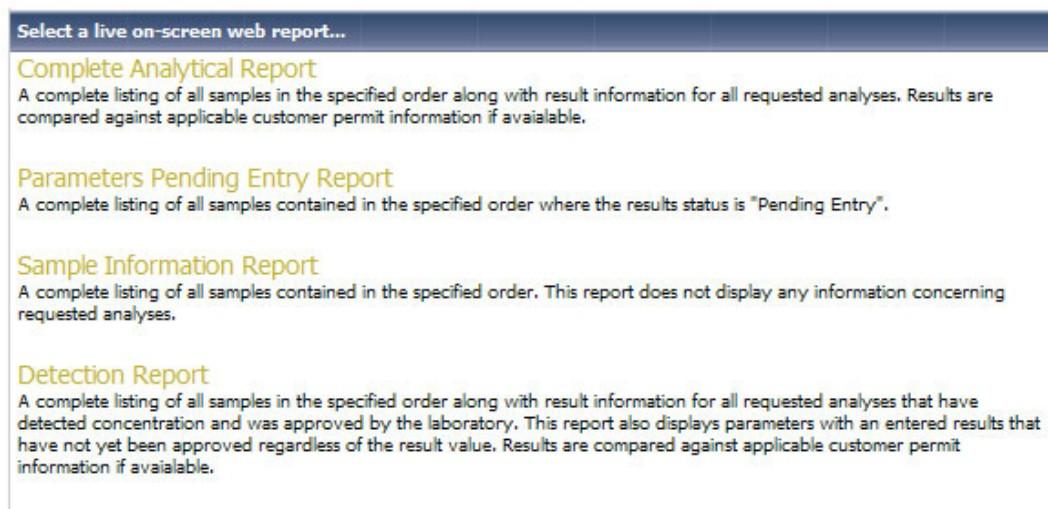


Figure 5 - Report Types

## Viewing a PDF Report (if available)

If your laboratory has chosen to make PDF reports available to you over the web through the Result Point system, you will see a list of reports to the right of the Order Detail information on the Order Preview page. These reports are generally Portable Document File formats of hard-copy reports that you would regularly receive on paper. To view these reports click the hyperlink for that report. Depending on your local system/browser configuration, the report will either be displayed in your web browser or will be opened in another third-party PDF application such as Adobe Acrobat Reader®.

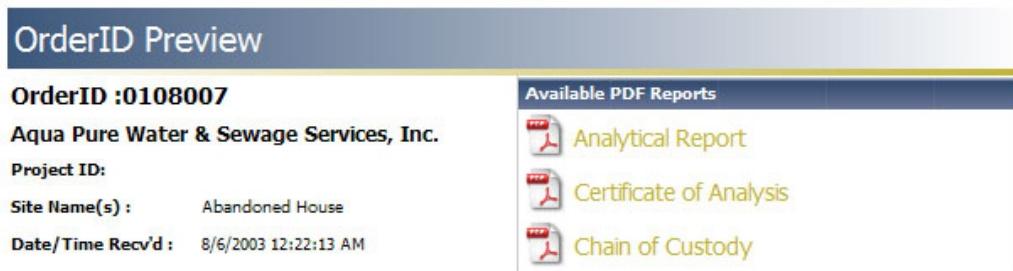


Figure 6 - PDF Report List Close-Up

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## Navigating and Working with the Report Page

### Finding Samples Quickly

When viewing a report with a large number of samples, a desired sample can be found by scrolling down vertically in your web browser, and finding the appropriately labeled tabbed group. A sample can also be "jumped" to by clicking the Sample Number hyperlink in the sample list section of the report header.

Complete Analytical Report				
OrderID	03121501	Matrix	Sample ID	Cust. Samp ID
Customer Name	ABC Laboratories	Drinking Water		
Project ID	BF1-Monthly		03121501-01	blank
Site	Site 112, Site 12A, Site 11B		03121501-02	blank
Date/Time Rec'd	5/27/2004 4:32:54 PM		03121501-03	blank
		Waste Water		
			03121501-04	blank
			03121501-05	blank
			03121501-06	blank
			03121501-07	blank
			03121501-08	blank
			03121501-09	blank

Figure 7 - The Sample List

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## Understanding your Report

### The Basics

The formats of Result Point web-reports vary from report-to-report but contain generally the same information such as: Information pertinent to the order itself, i.e. dates, times, and location, as well as a view of the samples contained in the order grouped by their respective matrices. Each sample and its Tests/Parameters are grouped together in tabbed boxes as seen in **Figure 8**. The tab section displays information pertinent to that specific sample such as: laboratory Sample Number, Customer Sample Number, Matrix, Collect Date, and the column headers for the result information. Result information is grouped in a hierachal format and once-again varies from report-to-report. The columns of data that are displayed are noted in the column header section below the sample header information.

Sample ID	03121501-01			Site	Site 112						
Cust. Samp ID				Matrix	Drinking Water						
Date Collected	5/27/2004 4:32:54 PM			Collector	Alice Whit						
<b>Test Method</b>											
Param	Result	Status	Status Desc.	Result	Units	RDL	PQL	MCL	CAS	Lower Limit	Upper Limit
<b>Copper EPA 200.7</b>									7440508	N/A	N/A
Copper	0	Pending Entry	ND	mg/L	0.1						
<b>Lead EPA 200.7</b>									7439921	N/A	N/A
Lead	0	Pending Entry	ND	mg/L	0.005						

**Figure 8 - Sample Results**

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## Limits, Messages, and other Indicators

Result Point allows the laboratory to indicate to a user when a parameter result or other value has exceeded an upper or lower limit or when the value falls outside of a given range specified in the LIMS. Cases such as these are usually shown by a “highlighted”, or specially formatted, value and/or parameter row. An example of these “highlights” can be seen in **Figure 9**. If a report contains special cases where comparisons are made and special formatting is applied the system will display an example of this formatting with an explanation in the report key section of the report you are viewing.

Sample ID	0108020-001		Site						
Cust. Samp ID	LCW-A		Matrix						
Date Collected	8/6/2003		Collector						
<b>Test Method</b>									
Param	Result Status	Status Desc.	Result	Units	RDL	PQL	MCL	CAS	
<b>BTEX by 8260 EPA 8260B</b>									
MTBE	1	Pending Validation	10	µg/kg	5	0	0	1634-04-4	
Benzene	3	Approved	25	µg/kg	2	0	0	71-43-2	
Toluene	1	Pending Validation	10	µg/kg	2	0	0	108-88-3	
Ethylbenzene	1	Pending Validation	12	µg/kg	2	0	0	100-41-4	
Total Xylenes	1	Pending Validation	12	µg/kg	4	0	0	1330-20-7	
Trichloroethene	1	Pending Validation	14	µg/kg	5	0	0	79-01-6	
Tetrachloroethene (PCE)	1	Pending Validation	15	µg/kg	5	0	0	25322-20-7	
Chlorobenzene	1	Pending Validation	14	µg/kg	5	0	0	108-90-7	
1,2-Dichlorobenzene (o-DCB)	1	Pending Validation	13	µg/kg	5	0	0	95-50-1	
1,3-Dichlorobenzene (m-DCB)	1	Pending Validation	16	µg/kg	5	0	0	541-73-1	
1,4-Dichlorobenzene (p-DCB)	1	Pending Validation	18	µg/kg	5	0	0	106-46-7	
Naphthalene	1	Pending Validation	14	µg/kg	10	0	0	91-20-3	
The Tests in this report are filtered and is currently displaying 18 out of 19 conducted Test Parameters.									

Figure 9 - Sample Results with an Example of "Highlighted" Results

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## Understanding System Notifications

From time-to-time the Result Point system will notify users of events such as samples or parameters not being displayed in a report, or that an extra subset of information like permit limits that have been applied to the report for range checking, Etc.

The screenshot shows a software interface for managing sample results. At the top, there's a header with various status indicators: Nitrate/Nitrite as N, Total (0), Pending Entry, ND, mg/kg-N (0.1), and other values (0). Below the header, a message states: "The Tests in this report are filtered and is currently displaying 6 out of 19 conducted Test Parameters." A blue question mark icon is also present. The main area contains two notifications: one for "Permit Information" and one for "Sample Information".

**Permit Information**  
An applicable permit was found for this OrderID and some or all of the limits defined in this permit may have been compared against the Results in this OrderID. To view all the limits contained in the applied permit [click here](#).

**Sample Information**  
This report returned no Tests or Parameters for the above Sample ID. The system has detected that this report utilizes a "Test Filter" whereby only Tests that meet he specified criteria will be displayed.

Figure 9 – Common Notification Messages

## Viewing Data Subsets such as Permit Limits

When certain information notifications are displayed, they may provide links to datasets that were used in the creation of the report being viewed. Clicking the link will open the data subsets in a new window. For example permit information that was used in checking value ranges will open the Customer Permit Viewer. The Customer Permit Viewer will display all the limits in the system that is applied to the order in a hierachal format as follows: Site, Customer Sample Number, Matrix, Test, Method, and Parameter. Alongside this listing will be a date-based matrix showing the months that these specified limits are valid and will be applied. The Result Point system will automatically determine the proper limit to use based on the Project associated with the Order and Permit.

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A & B Laboratories, Inc. Permit No. 123456 Limits													
	Limit	J	F	M	A	M	J	J	A	S	O	N	D
<b>Site A</b>													
AL-01													
Solid													
<b>Anions, EPA 300.0</b>													
Nitrate, as N	135 Min. mg/kg-N	*	*	*	*	*	*	*	*	*	*	*	*
<b>BTEX by 8260, EPA 8260B</b>													
Total Xylenes	8 Max. µg/kg	*	*	*	*	*	*	*	*	*	*	*	*
AL-02													
Solid													
<b>BTEX by 8260, EPA 8260B</b>													
Benzene	13 Max. µg/kg	*	*	*	*	*	*	*	*	*	*	*	*
AL-03													
Solid													
<b>BTEX by 8260, EPA 8260B</b>													
Benzene	14 Max. µg/kg	*	*	*	*	*	*	*	*	*	*	*	*
AL-04													
Solid													
<b>BTEX by 8260, EPA 8260B</b>													
Benzene	16 Max. µg/kg	*	*	*	*	*	*	*	*	*	*	*	*
<b>Site B</b>													
AL-04													
Solid													
<b>BTEX by 8260, EPA 8260B</b>													
Benzene	24 Max. µg/kg	*	*	*	*	*	*	*	*	*	*	*	*
<b>Well1</b>													
Aqueous													
<b>Aluminum, EPA 6010</b>													
Aluminum	4 - 46 mg/L	*	*	*					*	*	*	*	*
Solid													
<b>Antimony, EPA 6010A</b>													
Antimony	2 - 54 mg/kg	*	*	*	*	*	*	*	*	*	*	*	*
<b>BTEX by 8260, EPA 8260B</b>													
1,4-Dichlorobenzene (p-DCB)	345 Max. µg/kg	*	*		*	*		*	*	*	*	*	*
MTBE	200 Max. µg/kg	*	*	*	*	*	*	*	*	*	*	*	*
Total Xylenes	457 Max. µg/kg	*	*	*	*	*	*	*	*	*	*	*	*

Figure 10 - Customer Permit Viewer

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## The Report Key

The Report Key is shown at the bottom of all reports and displays information about the indicators seen in a typical report and the abbreviations and symbols used throughout the report. Reports that utilize advanced features such as limit highlighting and special case formatting will automatically display sample cases of the formatting along with a description as to why they occur.

### Report Key:

#### Sample Data

Style applied to the parameter if the Result falls outside of the Permit Limit, and if the Result has been Approved.

#### Sample Data

Style applied to the parameter if the Result falls outside of the Permit Limit, and if the Result has not been Approved.

**MDL** (Method Detection Limit) Defined as the minimum concentration of a substance that can be measured and reported with 99 percent confidence that the analyte concentration is greater than zero and is determined from analysis of a sample in a given matrix containing the analyte.

**PQL** (Practical Quantification Limit) The lowest level that can be reliably achieved within specified limits of precision and accuracy during routine laboratory operating conditions.

**MCL** (Maximum Concentration Limit) The regulatory limit for various constituents, usually organics and inorganics; there are different levels for different media, such as air, soil, and water. The MCL cannot be exceeded.

**CAS** Acronym for Chemical Abstract Services. The CAS number is a means by which chemists categorize chemicals. Each chemical has a unique CAS number by which may be used to look up chemicals and their properties.

**ND** Not Detected. Laboratory analysis indicates that the substance is not present.

Figure 11 - Report Key